

DDS&T 552-75

13 FEB 1975

MEMORANDUM FOR: Chief, Records Center  
THRU : Chief, Records Administration Branch/ISAS  
SUBJECT : Temporary Approval to Retire OSA/DDS&T  
Records by OEL/DDS&T & OD&E/DDS&T

1. Permission is requested by OEL and OD&E to retire certain files series to the Records Center that are listed in the records control schedule of the disestablished Office of Special Activities.

2. Because OEL and OD&E intend to amend their records control schedules to include the above mentioned files series, this waiver is only being asked for 30 days. Please call me if you have any questions regarding this request.

 STATINTL

DDS&T Records Management Officer

Approved:

/s/ 

STATINTL

C/RAB/DDSA/ISAS

14 FEB 1975

CLASSIFICATION

Approved For Release 2001/08/31 : CIA-RDP78-07347A000100300001-0

DATE

## MICROFILMING PROPOSAL FOR EVALUATION

15 JAN 73

TO: Agency Records Management Officer  
702 Magazine Building

FROM:

DDS&amp;T/OSA

THRU: Directorate Records Management Officer

FILE IDENTIFICATION (Include Title, Description, and inclusive dates)

CHRONO FILES 1970 thru 1971

STATINTL

IS FILE ON RECORDS CONTROL SCHEDULE				SCHEDULE NO.		ITEM NO.		OFFICE		LOCATION OF FILE (Room and Building)					
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				93-67-1		4		OSA		1D-08 [REDACTED] BLDG					
PRESENT VOLUME (cu. ft.)				REFERENCES PER MONTH				RETENTION PERIOD							
OFFICE SPACE				RECORDS CENTER				OFFICE SPACE				RECORDS CENTER			
3				3				ANNUAL				TEMPORARY			
EST. ANNUAL GROWTH (cu. ft.)				ANNUAL GROWTH				INTERFILED				ADDITIONS TO FILE			
2				2				<input checked="" type="checkbox"/>							
FILE ARRANGEMENT (alpha, numeric, chrono, etc.)								IF REARRANGEMENT OF FILE NECESSARY, DESCRIBE							
NUMERIC								NONE							

## FILE USAGE

WHO HAS ACCESS TO FILES (clerks, analysts)	FILE SERVES HOW MANY	WHERE ARE USERS LOCATED
OSA STAFF	150	

## DESCRIPTION OF FILE MAKEUP

<input checked="" type="checkbox"/> LETTER	<input type="checkbox"/> CARD	<input type="checkbox"/> MAPS	<input type="checkbox"/> ADP TAB PAPER
<input type="checkbox"/> LEGAL	<input type="checkbox"/> PLANS	<input type="checkbox"/> ENG. DRAWINGS	<input type="checkbox"/> OTHER (specify)
PAPER SIZE <input checked="" type="checkbox"/>	UNIFORM <input type="checkbox"/>	VARIES <input type="checkbox"/>	MAX. SIZE
PAPER STOCK	UNIFORM <input checked="" type="checkbox"/>	VARIES <input type="checkbox"/>	BOND <input checked="" type="checkbox"/>
PAPER COLOR	UNIFORM <input checked="" type="checkbox"/>	VARIES <input type="checkbox"/>	WHITE <input type="checkbox"/>
FILE MAKEUP	ORIGINAL <input checked="" type="checkbox"/>	CARBONS <input checked="" type="checkbox"/>	REPROS <input type="checkbox"/>
FASTENERS	PRONGS <input type="checkbox"/>	CLIPS <input type="checkbox"/>	STAPLES <input type="checkbox"/>
OTHER (specify below)			

OTHER FACTORS WHICH MAY AFFECT MICROFILMING

NONE

EST % OF UNPRODUCTIVE MATERIAL CURRENTLY IN THE FILE	WHO WILL PURGE FILE BEFORE FILMING	ADDITIONS TO FILE WILL BE FILMED		INDEXING NEEDED	
	RMO & STAFF	QUARTERLY	ANNUALLY	YES	XX NO
		SEMI-ANNUAL <input checked="" type="checkbox"/>	OTHER		

## PURPOSE OF MICROFILMING

<input checked="" type="checkbox"/> DISPOSAL (To reduce cost of space or equipment)	TO PRODUCE FILM OR PAPER COPIES	TO SAVE LABOR AND TIME IN REPETITIVE OPERATIONS	PRESERVATION OF DETERIORATING RECORDS	<input checked="" type="checkbox"/> SECURITY (Vital Records)	OTHER (Describe below)
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INDICATE NATURE OF PURPOSE, IF ABOVE DESCRIPTION IS NOT ADEQUATE. (Also include proposed disposition of hard copy after filming is completed.)

INDEXING WILL BE ACCOMPLISHED ON FORM 3192

STATINTL

HARD COPIES WILL BE PROOFED FOR ACCURACY AND DESTROYED

## REVIEWS AND CONCURRENCES

AGENCY RMO

1/19/73 11/08/31 CIA-RDP78-073